

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

**TOPIC:** Health Benefits and Payroll  
Changes – July 1, 2004

**ITEM NO:** 10F

**PREPARED BY:**  Charles Woodruff, II  
Assistant Superintendent  
for Financial Services

**MEETING:** August 24, 2004  
**ACTION DATE:** Information Only

Lucy Maddy  
Director of Payroll and Benefits

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the School Board receive for information payroll changes processed for the July 1, 2004, payroll, which totaled 4,687.

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### KEY POINTS:

The Payroll and Benefits Office concluded the open season for health benefits. Staff spent approximately one day in each school and support services locations as well as making themselves available at the Alvin York Bandy Administration Complex one Saturday. Overall, 4,687 changes were processed and include the following:

- 239 – Employees dropped all health insurance coverage with the school division.
- 195 – Employees changed their election from the current plan design to KeyCare 15.
- 15 – Employees changed their election from the current plan design to KeyCare 30.
- 33 – Employees were new additions to the health plan (24 enrolled in the current plan, 7 enrolled in KeyCare 15, and 2 to KeyCare 30).
- 202 – Employees made changes to their health plan such as going from single to dependent or dependent to family and visa versa.
- 404 – Employees dropped Dominion Dental.
- 53 – Employees were added or changed their election in Dominion Dental.
- 341 – Employees enrolled in the Anthem Dental Plan (this total does not include employees who are enrolled in KeyCare 15 or KeyCare 30 which includes dental in their health plan election).
- 3,205 - Other employee changes/additions processed by the Payroll Department included address changes, pre-tax election forms, taxes, name changes, credit union, tax sheltered annuities, contract changes including new and terminating employees, direct deposit, additional pays, and garnishments.

July 1, 2003, the Payroll & Benefits Office processed 1,979 employee changes. This is an increase of 137% over last fiscal year.

As expected, employees with access to other health insurance coverages dropped coverage with SCPS. The new improved dental plan is a popular option with employees. An overall increase in employees opting for family coverage occurred as it is now more affordable.

**SCHOOL BOARD GOAL 6:** Introduce programs to enhance employee status, within the school division and the community at large, so that employees are aware of their value to school and community. Measurable Objective 1 – By October 2003, the Office of Payroll will implement procedures that will allow for monthly payroll deduction of Stafford Education Association (SEA) dues throughout the year. Objective 3 – By October 2003, employees will have access to their monthly pay on the last workday of the month when the first day of the month falls on a weekend or holiday. Objective 9 - By June 2004, the Department of Finance will establish a business partnership with a credit union to provide enhanced benefits to employees. Objective 10 - By July 2004, the school division will implement a health benefits package with options for all employees.

**FUNDING SOURCE:** N/A

**AUTHORIZATION REFERENCE:** N/A